

## PERSONAL INFORMATION

## Elena-Irina Badii



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Sex Female | Date of birth 08/05/1983 | Nationality Romanian

## WORK EXPERIENCE

05/2017–Present

**Founder & Manager at iTRAD Translation Services**

iTRAD Translation Services, Bucharest (Romania)

- Administrating the company
- Delegating projects
- Trainer Spanish & English Classes
- Translating documents
- Revising translations

2006–2017

**Freelance Translator**

Several Translation Agencies, Brașov (Romania)

Some Projects:

**Legal:**

- Romanian Fiscal code (excerpts and updates)
- Laws regulating the activity of trade companies
- Romanian civil engineering standards
- Romanian laws, regulations and on the reception of buildings and civil engineering work
- Romanian legislation on occupational safety and health
- Certificates, diplomas
- Statements
- Court decisions
- certified and notarized documents
- Contracts, etc.

**Technical:**

- User's manuals for construction site equipment:
- Spare parts catalogs
- Agricultural machinery
- Forging and machining equipment
- Maintenance schedules
- Technical briefs and calculation summaries
- Sewage systems
- Greening projects and mining area reclamation memoranda
- Railway earthwork and telecom equipment
- Lighting equipment, lamps and electronic supplies for lighting
- Construction site regulations and proper use of equipment
- Conformity declarations

**EU:**

- General EU affairs
- Project Financial Management Manual for Complementing EU Support
- Applicant's Guides for accessing various types of EU funding

## Business and financial:

- Business proposals
- Company websites
- Advertising material
- Accounting statements, reports and balances
- Real estate feasibility studies
- Customer and employee satisfaction surveys
- Company profiles, inquiries, business correspondence
- Insurance company product catalogs and leaflets
- Estimates and bids

## Military and aviation

- Military book
- CV
- Certificates
- Design and manufacture of aerostructures and components (Aernnova)

**2007–2008 Manager Assistant**

RE/MAX Concept Brașov, Brașov (Romania)

- Meetings / Calendar management
- Reception work and customer service
- Receiving and distributing mail
- Picking-up and delivering items
- Data entry and proofreading
- Basic accounting procedures
- Supplies and equipment maintenance
- Staff attendance management
- Liaison between different departments
- Great telephone etiquette

**2008–2014 Marketing Specialist**

Norvinia SRL, Brașov (Romania)

- Developing and executing marketing programs to promote the company's brand.
- Attending trade shows.
- Creating advertisements, webcasts, websites, and direct mail.
- Measuring success of various marketing campaigns.
- Developing and executing brand management plans.
- Developing and implementing media planning, buying, and innovation strategies.
- Providing design and direction for web, product packaging, and other visual communication media for the company.

**EDUCATION AND TRAINING****2006–2006 Specialization in Translation**

University of Salamanca, Spain, Salamanca (Spain)

**2002–2006 Specialization in Literature**

Cuza University, Faculty of Letters, Iași (Romania)

Spanish-English Language Combination

**1998–2002 Specialization in foreign languages**

National College Dimitrie Cantemir, Iași (Romania)

French, English, Spanish

**PERSONAL SKILLS**

Mother tongue(s) Romanian

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Spanish	C1	C1	C1	C1	C1
English	C1	C1	C1	C1	C1
French	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

Communication skills Good communication skills gained through my experience.

- Job-related skills
- Ability to work under pressure
  - Attention to detail
  - Determination
  - Interpersonal communication skills
  - Maintaining files
  - Planning meetings
  - Planning organizational needs
  - Problem solving skills

Digital skills	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem solving
	Independent user	Independent user	Basic user	Independent user	Basic user

Digital skills - Self-assessment grid

Microsoft Word, Excel, Power Point  
CAT – SDL Trados Studio

Terminology/Databases – IATE, EUR-Lex, TRIS, Eurotermbank, TraductaGloss (Traducta's terminology database), amongst others

Search tools – Google, Lexicool, Glossarist, Dochound

Driving licence B